

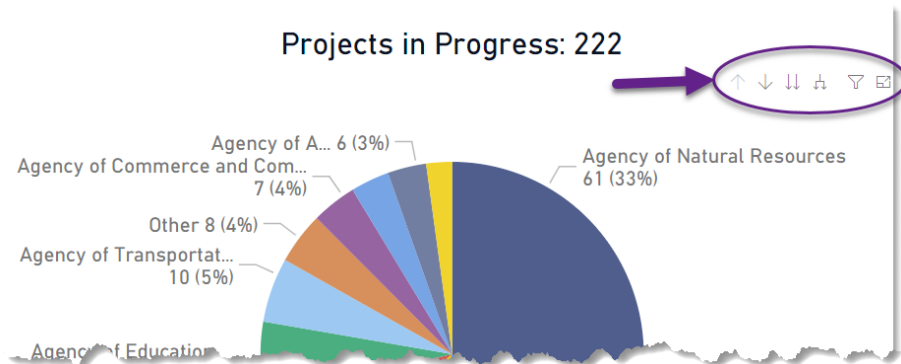


# State of Vermont IT Projects Reporting Dashboard Instructions

## Navigating with the Pie Chart Tool Bar

**Pie Chart Tool Bar:** ↑ ↓ ⇅ ↗ 🔍 🖼️

(Mouse over pie chart to get tool bar to appear)



### Tool Functions:

↑ **Up Arrow:** Scales back up through the hierarchy, after you have drilled down.

↓ **Down Arrow (Drill Down):** Allows you to drill down from agency to department to division.

⇅ **Double Arrow (Show Next Level):** Allows you to drill down to the next hierarchy level without clicking a slice (i.e. allows you to see all divisions for all agencies).

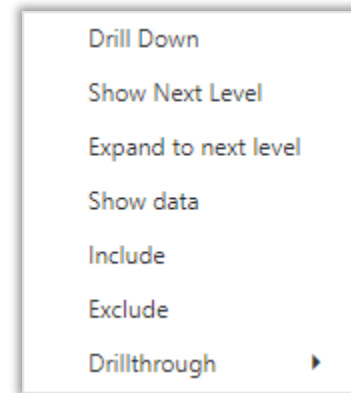
↗ **Expand Arrow (Expand to Next Level):** Allows you to expand the view of the pie chart down one hierarchy level. This will allow you to see all departments across multiple agencies or all divisions within multiple departments at once.

🔍 **Filter:** Allows you to see what filters are applied to your current view.

🖼️ **Focus Mode:** Allows you to see just the current pie chart, enlarged for easier viewing.

## Navigating by Right-Clicking the Pie Chart

Right-Click on the pie chart for the following options:



**Drill Down:** Same functionality as the Down Arrow

**Show Next Level:** Same functionality as the Double Arrow

**Expand to Next Level:** Same functionality as the Expand Arrow

**Show Data:** Goes into Focus Mode and adds a table of the data displayed in the pie chart

**Include:** Shows only the pie slice you were clicked on when selecting this option (refresh the page to remove filter)

**Exclude:** Removes the pie slice you were clicked on when selecting this option (refresh the page to remove filter)

**Drillthrough:** two options: Projects Requested or Projects in Progress  
Brings you to a page where you can see details (priority, status, start/end dates, etc.) for each project in an agency, department, division depending on what slice you are on when you selected the drillthrough option.